

APPRENTICESHIP AND CERTIFICATION BOARD MINUTES

100 - 111 LOMBARD AVENUE

OCTOBER 25, 2019

BOARD MEMBERS

Charron, Brent	Employee Representative
Ducharme, Steve	Employee Representative
Garet, Laura	Public Interest
McCutcheon, David	Secretary and Ex-Officio Member
Miller, Harvey	Employer Representatives
Roe, Karen	Employer Representative
Sloane, Bruce	Public Interest
Webb, Ken	Chair

REGRETS

Sine, Geoff	Employer Representatives
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ABSENT

Keeper, Michael	Employee Representative
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GUESTS

STAFF

Cap, Ihor	Acting Manager, Training Standards Unit
Chauca-Sabroso, Ada	Acting Manager, Policy, Legislation and Board Operations
Foster, Brian	Business Analyst
Harman, Kristal	Director of Business Transformation
May, Vanessa	Policy Analyst
Peters, Janice	Board Coordinator

2019.10.01

OPENING

1.1 Call to Order

The Chair called the meeting to order at 9:09 a.m.

1.2 Approval of Agenda

Closed.

The Apprenticeship and Certification Board amended the agenda to include the following:
June 2019 electronic motions.

Motion 2019.10.01 *The Board motions to approve the October 25, 2019 agenda as amended.*

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

1.3 Approval of previous minutes

Closed.

Motion 2019.10.02 *The Board motions to approve the June 19, 2019 minutes as written.*

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

2019.10.02

UPDATES: BOARD AND EXECUTIVE DIRECTOR

2.1 Chair's Update

Closed.

The Chair:

- Thanked Board members for meeting with him during the summer break to discuss Board activities, goals and objectives.
- Advised that he spoke with the Agency, Boards and Commissions branch who indicated that Board membership would be filled by December 2019.
- The Manitoba Construction Sector Council is hosting a Women in the Trades Conference in February 2020.

2.2 Review of previous Board Meeting Evaluation

Closed.

The Board reviewed the June 14, 2019 meeting evaluation results and comments. Members discussed the Board vacancies.

2.3 Executive Director’s Update

Closed.

The Executive Director and advised the Board members that:

- The Ratio, Supervision and Wages online survey will be made available to the public from October 25 to November 22, 2019.
- The Premier announced the 100 Day Action Plan, and communicated the government's commitment to apprenticeship.
- He met with High School Apprenticeship Program - Professional Learning Group –in September 2019.
- Skills Manitoba will be working with Apprenticeship Manitoba to conduct apprenticeship presentations and event planning.
- He is travelling to Edmonton, AB to attend the Canadian Council of Directors of Apprenticeship meeting to discuss apprentice mobility.
- The Business Transformation Unit continues its effort to develop Apprenticeship Management System.

2.4 Review of Action Sheet

Closed.

The Board reviewed the completed action items from the June 19, 2019 Board meeting.

2019.10.03 COMMITTEE REPORTS

3.1 Nominating Standing Committee (NSC)

Closed

Motion 2019.10.03 *The Nominating Standing Committee recommends that the Board accept the October 10, 2019 Record of Proceedings written.*

*Consensus of 6 in favour 0 opposed 0 abstained
Carried.*

The Board reviewed the Nominating Standing Committee Provincial Advisory Committee (PAC) recruitment recommendations and made the following motions:

Esthetician

Closed.

Motion 2019.10.04 *The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Esthetician PAC.*

*Consensus of 6 in favour 0 opposed 0 abstained
Carried.*

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Sandra McClure	New Appointment	Employee	Urban	October 25, 2019-June 30, 2022

Hairstylist

Closed.

Motion 2019.10.05 *The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Hairstylist PAC.*

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
John Unger	Re-Appointment	Chair	Urban	October 25, 2019-June 30, 2021
Ja'net Casavant-Trudeau	New Appointment	Employer	Urban	October 25, 2019-June 30, 2022
Praise Okwumbua	New Appointment	Employer	Urban	October 25, 2019-June 30, 2022
Donna (Gail) Geekie	New appointment	Employee	Urban	October 25, 2019-June 30, 2022
Ivy Stampnick	New Appointment	Employee	Urban	October 25, 2019-June 30, 2022

Insulator (Heat and Frost)

Closed.

Motion 2019.10.06 *The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Insulator (Heat and Frost) PAC.*

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Lawrence Palmer	New Appointment	Employee	Urban	October 25, 2019-June 30, 2022

Roofer

Closed.

Motion 2020.10.07 *The Nominating Standing Committee recommends to the Board that the following individual(s) be appointed to the Roofer PAC.*

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

NAME	TERM	REPRESENTATION	AREA	LENTH OF TERM
Daniel Nostay	Re-Appointment	New Chair	Urban	October 25, 2019-June 30, 2021
Adam Gallos	Re-Appointment	Employer	Urban	October 25, 2019-June 30, 2022
Jacques Beaulieu	New Appointment	Employer	Urban	October 25, 2019-June 30, 2022
Kelly Borsboom	Re-Appointment	Employee	Urban	October 25, 2019-June 30, 2022
Cody Ledoux	New appointment	Employee	Urban	October 25, 2019-June 30, 2022

3.2 Program Standards Standing Committee (PSSC)

Closed.

Motion 2019.10.08 ***The Program Standards Standing Committee recommends that the Board accept the October 11, 2019 Record of Proceedings as amended.***

***Consensus of 6 in favour 0 opposed 0 abstained
Carried.***

Baker

Closed.

In 2017, industry sought trade designation for Bakers. After a lengthy review, the Board constituted a PAC and mandated the PAC to develop a trade regulation. The Board directed the Baker PAC to develop the regulation without recognition of apprenticeship training, as the Baker would be designated as trades qualification only. The PAC met and developed the Baker trade regulation.

Board members asked how the PAC developed the proposed trade regulation. The Board was advised that the Provincial Advisory Committee used the National Occupational Analysis to develop the regulation. The Board:

- Re-affirmed that an individual can obtain the certificate of qualification through trades qualification; and
- That some Manitoba institutions already have fully developed Baking training programs in place.

As required by The Apprenticeship and Certification Act, the PAC conducted a consultation and submitted the proposed regulation to the PSSC for review. The PSSC supported the proposed trade regulation as written. The PSSC presented the proposed Baker regulation to the Board for consideration.

Branch staff stated that the CCDA will permit Apprenticeship Manitoba to invigilate the Baker certification exam for trades qualification applicants once the trade is designated in Manitoba.

Motion 2019.10.09 ***The Program Standards Standing Committee recommends that the Board accept the proposed Baker Trade regulation as written.***

***Consensus of 6 in favour 0 opposed 0 abstained
Carried.***

Branch staff stated the Board that as of October 01, 2019, any new regulatory requirements that are introduced are required to undergo a 45-day consultation period on the public portal, as part of the government-wide Red Tape Reduction initiative. Once the 45-day consultation period is complete, the regulation will be returned to the Board and the Minister for signature.

Machinist

Closed.

The Board identified the Machinist trade for technical training review in its 2017-2018

Strategic Plan. In addition, the Canadian Council of Directors of Apprenticeship (CCDA) identified the Machinist technical training for review at a national level.

Branch staff informed the Board that the Machinist technical training was updated in 2012. The PAC used the 2018 Red Seal Occupational Standards to update the technical training. Branch staff stated that the PAC increased the Computer Numeric Control Machinist sequencing throughout the Machinist training standards. Therefore, the hours were increased to 1200 hours from 900 hours to accommodate the change in the curriculum.

The Board supported the recommendation.

Motion 2019.10.10 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Machinist technical training standards as written.***

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Tool and Die Maker

Closed.

In conjunction with the technical training update, the Board also identified the Tool and Die Maker technical training for review. The CCDA also identified the Tool and Die Maker trade for review.

The Board was told that the technical training was last updated in 2014. The PAC used the 2019 Red Seal Occupational Standards to update the technical training standards. Branch staff notified the Board that the PAC made no changes to the number of weeks or hours. The Board reviewed the proposed technical training and supported the recommendations.

Motion 2019.10.11 ***The Board accepts the Program Standards Standing Committee recommendation to approve the Tool and Die Maker technical training as written.***

Consensus of 6 in favour 0 opposed 0 abstained
Carried.

3.3 **Community Liaison Standing Committee (CLSC)**

Closed.

No report.

3.4 **Governance Standing Committee (GSC)**

Closed.

Motion 2019.10.12 ***The Governance Standing Committee recommends that the Board accept the September 24, 2019 Record of Proceedings as amended.***

Consensus of 6 in favour *0 opposed* *0 abstained*
Carried.

Board Work Plan

Open.

The Board Work Plan was presented to the members to review and discuss future standing committee/Board key activities for the upcoming fiscal years. Members indicated that they supported the Work Plan and directed the GSC to continue its work on the plan.

Board Annual Assessment

Forward.

Deferred to a next scheduled meeting.

2019.10.04 CONTINUING BUSINESS

4.1 Electronic Motions

Closed.

On June 19, 2019, the Board met to review the recommendations from its standing committees. However, the Board did not achieve quorum at that meeting. The Board members came to an agreement to approve the standing committee recommendations by electronic means and include the motions in the next scheduled fall meeting minutes.

The following motions were made in June 2019, and approved electronically by Board members following the meeting. The following motions were made:

Motion 2019.06.01 *The Board motions to approve the April 17, 2019 minutes as written.*

Consensus of 9 in favour *0 opposed* *0 abstained*
Carried.

Motion 2019.06.02 *The Board motions to approve the Program Standards Standing Committee May 29, 2019 Record of Proceedings written.*

Consensus of 9 in favour *0 opposed* *0 abstained*
Carried.

Motion 2019.06.03 *The Board motions to approve the removal of Gasfitter level two from the fifth level of Plumber, Refrigeration and Air-Conditioning Mechanic (Commercial), and Steamfitter-Pipefitter, and the fourth level of Refrigeration and Air-Conditioning Mechanic (Residential) technical training and trade regulations.*

Consensus of 9 in favour *0 opposed* *0 abstained*
Carried.

Motion 2019.06.04 *The Board motions to approve the proposed Plumber trade regulation as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2019.06.05 *The Board motions to approve the proposed Refrigeration and Air-Conditioning Mechanic trade regulation as amended.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2019.06.06 *The Board motions to approve the proposed Steamfitter-Pipefitter trade regulation as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2019.06.07 *The Board motions to approve the Governance Standing Committee May 23, 2019 Record of Proceedings written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2019.06.09 *The Board motions to approve the Nominating Standing Committee Terms of Reference as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

Motion 2019.06.10 *The Board motions to approve the 2018-2019 Board Annual Report as written.*

Consensus of 9 in favour 0 opposed 0 abstained
Carried.

2019.10.05 NEW BUSINESS

5.1 Data visualization and apprenticeship labour market information

The Business Transformation Unit discussed data visualization and apprenticeship labour market information (LMI) with the Board.

The following information was shared with the Board:

- Reporting (organizing data to access the performance of a program) vs. Analytics (the process of exploring data to extra information on how to improve a program model).
- Apprenticeship Data: Supply and Demand

- Supply Data: Power BI Examples
- Demand for labour market data information
- The importance of Data Governance

2019.10.06 BRANCH UPDATES

6.1 No updates

2019.10.08 REGISTERED REGULATIONS / INFORMATION

8.1 No recently registered regulations.

2019.10.09 FUTURE AGENDA ITEMS

9.1 Future Agenda Item

Identified agenda items to be discussed at future Board meetings:

- Agriculture Equipment Technician Regulatory Review
- Automotive Repairer/Motor Vehicle Body Repairer Technical Training
- By-Law Amendments
- Esthetician Technical Training
- Esthetician Regulatory Review
- Electrologist Review
- Heavy Duty Equipment Technician Regulatory Review
- Hairstylist Technical Training
- Hairstylist Regulatory Review
- RACM Technical Training
- Small Trades Review
- Standing Committees Terms of Reference
- The Status of Women in Manitoba Report
- Supervision and Ratio Review
- Truck and Transport Mechanic Regulatory Review
- Wage Rates Review

2019.10.10 CORRESPONDENCE / INFORMATION

10.1 Correspondence

No correspondence.

2019.10.11 CALENDAR EVENTS

11.1 Next Board Meeting

The next anticipated meeting is December 2019

11.2 Upcoming Events:

- Apprenticeship Month – November 2019
- Apprenticeship Manitoba’s 75th Anniversary Event
November 12, 2019
Apprenticeship Manitoba Branch
- Awards of Distinction
December 02, 2019
RBC Convention Centre
- Highest Achievement Awards
April 2020
(location to be determined)
- Awards of Distinction
November 2020

2019.10.12 IN CAMERA (IF REQUIRED)

12.1 In Camera (NIL)

2019.10.13 ADJOURN

13.1 Meeting adjourned at 3:41 p.m.

February 07, 2020

*Date approved by the
Apprenticeship and Certification Board*

**Original signed by Harvey Miller,
Chair on behalf of**

*Ken Webb, Former Chair
Apprenticeship and Certification Board*

Original signed by

*David McCutcheon, Secretary
Apprenticeship and Certification Board*